ASSUMPTION UNIVERSITY
THEODORE MARIA SCHOOL OF ARTS
DEPARTMENT OF JAPANESE FOR INTERNATIONAL BUSINESS
Course Outline 2/2026

Course:	JA4725 Translation in Business Japanese
Credits:	3 credits
Status:	Major required course for international students Major elective course for 55xxxxx – 62xxxxx Major required courses for 63xxxxx onwards
Pre-requisite:	JA3702 Business Japanese I
Lecturers:	A. Varoth Tontiwachwuthikul (Office: SM350)
Course Description:	Methods and techniques of translation from Japanese to English and vice-versa in business contexts
Objectives:	This course aims to enable students to: 1. gain knowledge of Japanese linguistic features in vocabulary, syntax, and discourses; 2. gain skills of translating Japanese to English and vice-versa relating to business context; 3. distribute new knowledge through integrating the knowledge of languages and business; 4. recognize moral and ethical characters
Course Learning Outcomes:	1. Memorize Japanese linguistic features in vocabulary, syntax, and discourses 2. Adapt skills of translation Japanese to English and vice-versa relating to business context 3. Integrate knowledge of language and business 4. Employ moral and ethical action
Teaching-Learning Activities:	1. Lecture 2. In-class workshops 3. Class discussions 4. Assignment
Course Requirements:	1. 80% of class attendance is required. (Maximum absence = 6 times) Those who do not complete the requirement are not allowed to take the Final examination. 2. There will be in-class workshops 3. There will be a take-home assignment

Mark Allocation:	
Vocabulary tests	20%
Quizzes	20%
Assignment	10%
Mid-term examination	20%
Final examination	30%
Total	100%

Grading:					
850 – 1000	=	A	690 – 719	=	C+
820 – 849	=	A-	650 – 689	=	C
790 – 819	=	B+	620 – 649	=	C-
750 – 789	=	B	520 – 619	=	D
720 – 749	=	B-	0 – 519	=	F

References:

1. TOYOTA MOTOR CORPORATION : https://toyota.jp/index.html
2. UNIQLO CO., LTD. : https://www.uniqlo.com
3. ALL NIPPON AIRWAYS CO., LTD. : https://www.ana.co.jp
4. NISSIN FOODS HOLDINGS CO., LTD. : https://www.nissin.com
5. JIJI PRESS LTD. : https://www.jiji.com
6. The Routledge Course in Japanese Translation by Yoko Hasegawa

Study Plan and Schedule:

Week	Month	Date	Topic	Assessments
1	November	2	- Class orientation - Principle for customer centric approach	
		5	- Fundamental Translation	
2		9	Short sentence translation EN-JP 1	
		12	Short sentence translation EN-JP 1	
3		16	Short sentence translation EN-JP 2	
		19	Short sentence translation EN-JP 2	
4		23	Short sentence translation EN-JP 3	
		26	Short sentence translation EN-JP 3	
5		30	Translation Checkpoint 1	100 marks
	December	3	Short sentence translation JP-EN 1	
6		14	Short sentence translation JP-EN 1	
		17	Short sentence translation JP-EN 2	
7		21	Short sentence translation JP-EN 2	
		24	Short sentence translation JP-EN 3	
8		28	Short sentence translation JP-EN 3	
			Midterm Examination **January 8, 2027 (15:00 - 17:00)**	200 Marks
9	January	14	Business document translation EN-JP 1	
10		18	Business document translation EN-JP 1	
		21	Business document translation EN-JP 2	
11		25	Business document translation EN-JP 2	
		28	Translation Checkpoint 2	100 Marks
12	February	1	Business document translation JP-EN 1	
		4	Business document translation JP-EN 1	
13		8	Business document translation JP-EN 2	
		11	Business document translation JP-EN 2	
14		15	Business document translation JP-EN 3	
		18	Business document translation JP-EN 3	
15		25	Vocabulary Checkpoint 2	100 Marks
	March	1	Translation review / Assignment Submission	100 Marks
			Final Examination **March 11, 2027 (09:00 - 12:00)**	300 marks

February 19, 2027: Last day to withdraw with "W"

December 7, 2026: Special Public Holiday (no classes)

December 10, 2026: Thai Constitutions Day (no classes)

December 31, 2026: New Year's Eve (no classes)

January 1, 2027: New Year's Day (no classes)

February 22, 2027: Special Public Holiday (no classes)

Au VISION 2000

Assumption University of Thailand envisions itself as:

- an international community of scholars,
- enlivened by Christian inspiration,
- engaged in the pursuit of Truth and Knowledge,
- serving human society, especially through the creative use of interdisciplinary approaches and cyber technology.

ENVISIONING Au GRADUATES

Assumption University of Thailand envisions its graduates as:

- healthy and open-minded persons, characterized by personal integrity, an independent mind, and positive thinking,
- professionally competent, willing to exercise responsible leadership for economic progress in a just society,
- able to communicate effectively with people from other nations and to participate in globalization.

AU MISSION

Assumption University, an International Catholic University, is committed to be the light that leads learners and its stakeholders from all parts of the world towards wisdom, Truth, and Christian values and to discover "Treasure Within" themselves. Via effective teaching and research pedagogies of international standards as well as community engagement, the University aims to form individuals to be intellectually competent, morally sound, and spiritually enriching, accountable, righteous, and service-minded citizens; excelling in serving communities comprising of diverse cultures.

Au UNIQUENESS

"An International Catholic University"

Au IDENTITY

- Ethics
- English Proficiency
- Entrepreneurial Spirit

THEODORE MARIA SCHOOL OF ARTS
(www.arts.au.edu)
VISION AND MISSION

Vision

An international community of business communicators in Thailand

Mission

Theodore Maria School of Arts will ensure that: the School will…

1. Enhance business language skills

2. Promote cultural awareness

3. Foster academic networking

4. Encourage ethical standards and practices

TAGLINE

เติมเต็มศิลป์ภาษา พัฒนาศาสตร์ธุรกิจ
Language Education, Business Inspiration

ARTS ORGANIZATIONAL CULTURE: More than faculty, we are family

• Open communication

• Mentoring system

• Dedication

• Caring

• Teamwork

• Commitment

• Resource sharing

Core Values

A = Adaptability

R = Responsibility

T = Togetherness

S = Sustainability

Core Competencies

Employability

Multiculturalism

Internationalization

Quality Assurance Process

Students should understand and apply the Quality Assurance Process in their study. The Plan-Do-Check-Act Cycle (PDCA) provides an easy but effective approach for problem solving and managing change, ensuring that ideas are appropriately tested before the full implementation. It can be used in all sorts of situations and can be clarified as follows:

Plan: Define the current problem, process, and issue and establish objectives and processes required to deliver the desired results.

Do: Implement the plans and new processes developed.

Check: Monitor and evaluate the implemented process by testing the results against the predetermined objectives.

Act: Apply actions necessary for improvement if the results require changes.

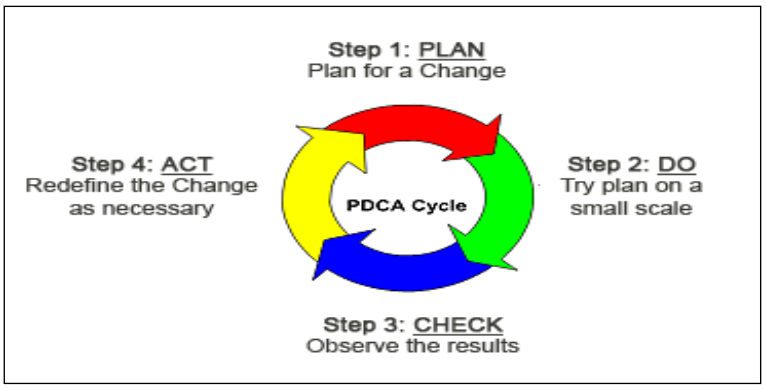


Figure 1: PDCA Cycle (http://www.swopehealth.org)

Plagiarism

Plagiarism is a serious academic offence, a serious breach of ethical conduct and is unacceptable student behavior. Students who plagiarize copying words or ideas without acknowledging the original writer of the words or ideas, will face disciplinary action. This will range from receiving an "F" in the subject to university suspension.